

CENTRAL INTELLIGENCE AGENCY
REGULATION NO. _____

31 July 1953

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

CONTENTS

1. GENERAL

This regulation prescribes policies and procedures for the economical and efficient management of Agency records. It provides criteria for operating the Agency Records Management Program in accordance with the Federal Records Act of 1950 (Public Law 754) and applicable Federal Statutes and regulations, and general policies of the Agency.

2. POLICIES

- a. There is established in the Agency a comprehensive Records Management Program embodying tested policies and procedures pertaining to:
 - (1) The creation of records;
 - (2) The maintenance and use of records;
 - (3) The vital materials of the Agency; and
 - (4) The preservation and disposition of selected records.
- b. Records management controls over the creation of Agency records shall be instituted to insure that important policies and decisions are adequately recorded, that routine operational paper work is kept to a minimum, and that the accumulating of unnecessary files is prevented.
- c. To insure that records are maintained economically and efficiently, surveys and analyses shall be made of such matters as mail handling and routing, records classification and indexing systems, and the use of filing equipment and supplies.

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- d. Records of continuing value shall be preserved. Records which are no longer of current use shall be promptly transferred to the Agency Records Center, microfilmed, or destroyed.
- e. Inventories shall be made and maintained currently of all files and filing equipment.
- f. No records shall be alienated or destroyed except in accordance with the Records Disposal Act (Stat. 380-383; 59 Stat. 434) and these regulations. The United States Criminal Code attaches severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records. Sections 234 and 235 of Title 18 of the United States Code which relate to this read as follows:

"234. Destroying public records. Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate, or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or, with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000, or imprisoned not more than three years or both.

"235. Destroying records by officer in charge. Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in section 234 of this title, shall willfully and unlawfully

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conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than \$2,000, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States."

- g. Vital materials shall be identified and moved to a repository for safe keeping.
- h. Disposal lists of all file series shall be developed to provide for their systematic retirement.
- i. Standardized filing systems, filing equipment, filing supplies and filing procedures shall be developed.
- j. Intra-office instructions or regulations may be developed in more detail to meet specific situations but must conform to the systems and policies outlined in this regulation and related handbooks.

3. DEFINITIONS

For purposes of this regulation, the following definitions apply:

- a. Records include all books, papers, maps, photographs, films, recordings or other documentary material, regardless of physical form or characteristic, made or received by any portion of the Agency in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriated for preservation by the Agency or its legitimate successor as evidence of the organization, functions, policies, personnel, decisions,

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- procedures, financial or legal transactions, operations, or other activities, or because of the informational value of data contained therein.
- b. Non-record material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents.
 - c. Vital materials are those specific items in the possession of the Agency which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute a serious or irreplaceable loss.
 - d. Forms are printed or reproduced documents with blank spaces provided for inserting specific information. Form letters are printed or reproduced letters to furnish information for repeated mailings or one mailing to numerous destinations. Form letters with or without blank spaces, except for actual intelligence information produced therein, are considered forms.
 - e. Reports are all requirements for written reports, one time or recurring, established to provide administrative or management control of operations.
 - f. Correspondence includes all memoranda, letters and dispatches (excluding operational reports) sent to or received by a person in the Agency in the execution of his official duties.
4. FUNCTIONS AND RESPONSIBILITIES
- a. Chief, General Services Office. It is the responsibility of the Chief, General Services Office, to develop, install, and coordinate the Agency-wide Records Management Program, and to exercise technical cognizance for its

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continued operation, including:

- (1) Provide handbooks and other forms of written guides pertaining to the Program.
- (2) Conduct training programs for Agency personnel and provide other forms of personal technical assistance and guidance.
- (3) Administer records management functions in those offices not required to designate Area Records Officers.
- (4) Designate an Agency Records Officer to serve as the Agency Archivist.
- (5) Act as Agency liaison to the National Archives and Records Service, General Services Administration, on all matters pertaining to records.
- (6) Prepare reports and statistics on Agency records activities.
- (7) Act as Agency liaison to Federal Agencies with respect to the transfer of records.
- (8) Conduct periodic records management surveys.
- (9) Exercise technical cognizance over forms management and standardization, correspondence management, and reports management, to insure that only essential records are created and that such records are of the type which will enable the Agency to carry out efficiently its assigned mission.
- (10) Standardize the utilization of filing equipment and filing supplies.
- (11) Standardize filing systems and develop an Agency file manual.
- (12) Administer the Agency's vital materials program.
- (13) Develop standards pertaining to the microfilming of Agency records and evaluate and approve microfilming projects.

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- (14) Coordinate and exercise technical cognizance over the disposition of records throughout the Agency, including: develop and issue guides for the preparation of records control schedules and the disposition of records; assure ultimate responsibility for designating material as non-records; and authorize the ultimate disposition of records.
- (15) Operate an Agency Records Center to provide: storage for non-current, semi-active and archival material; and the storage and supplemental distribution of extra copies of Agency publications and issuances.

b. Assistant Directors and Office Chiefs. It is the responsibility of these officials to establish within their areas a Records Management Program as defined in this regulation, and to appoint Area Records Officers for the program's administration. A full-time Area Records Officer will not be required for the following offices in which the responsibilities of an Area Records Officer will be performed by records analysts from the staff of the General Services Office:

- (1) Office of the Director
- (2) Office of Intelligence Coordination
- (3) General Counsel
- (4) Audit Office
- (5) Medical Office
- (6) General Services Office

c. Area Records Officers. Under the administrative direction of a senior officer of a major organizational area of the Agency, and the technical direction of the General Services Office, Area Records Officers are responsible

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for the installation and administration of a Records Management Program for assigned organizational areas, and will:

- (1) Devise and install detailed work methods and systems conforming with established Agency guides and standards, to provide an efficient Records Management Program within the area to which assigned.
- (2) Schedule, plan, and conduct periodic records surveys in order to establish appropriate retention, retirement, and disposal schedules.
- (3) Expedite the retirement of inactive or semiactive records to the CIA Records Center.
- (4) Plan and conduct studies designed to determine the feasibility of microfilming permanent records.
- (5) Maintain master inventories of accumulated records reflecting their type, location, volume, and arrangement.
- (6) In collaboration with the responsible division chiefs, designate records considered to be vital materials and arrange for processing and transfer to the repository.
- (7) Submit specified reports on the status of the Records Management Program to the Records Management and Distribution Branch.
- (8) Act as area liaison to the Records Management and Distribution Branch on all matters pertaining to records.
- (9) Train area clerical personnel in the methods, techniques and practices associated with records management.

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5. PROCEDURES

Detailed procedures for accomplishing various Records Management Program phases are issued as handbooks covering the following subjects:

- a. Correspondence (use existing Agency manual until superseded by a handbook).
- b. Forms (Reg. is applicable until superseded by a handbook).
- c. Reports *
- d. Establishment of file stations *
- e. Classification and Filing *
- f. Mail Control *
- g. Standardization of Filing Supplies and Equipment *
- h. Vital Materials *
- i. Microphotography *
- j. Disposition *

* To be issued later.